

Chq Date: 19/12/05

**EXPENSE CLAIM FORM**  
**BOARD CHAIR/BOARD OF GOVERNORS/MEMBERS OF THE BOARD OF**  
**DIRECTORS OF THE BANFF CENTRE FOUNDATION**  
*(Regular Board and Committee meeting related expenses only)*

DATE November 18, 2019

VENDOR/STAFF# (as applicable) \_\_\_\_\_ NAME (Claimant/Payee) Jill Price DEPT Board of Governors

Permanent Mailing Address: \_\_\_\_\_

Itinerary and business rationale for expense: Banff Centre Foundation Board Dinner and Meeting (Nov 4-5, 2019, Calgary)

If non-employee, describe Banff Centre involvement \_\_\_\_\_

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Type of Expense	Description and business rationale (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	11/04/19	3106	2100	890030	800				TGE	Breakfast - Starbucks Coffee, Vancouver Airport	\$ 6.20	\$ 0.41	\$ 8.61
2	11/04/19	3102	2100	890030	800				TGE	Airfare Vancouver-Calgary, Air Canada - Roundtrip	\$ 398.25	\$ 19.91	\$ 418.16
3	11/04/19	3105	2100	890030	800				TGE	Accommodation - Le Germain Hotel, Calgary (Nov 4-5, 2019) <i>245.30 + 9.29 = 254.59</i>	\$ 255.30	\$ 11.79	\$ 267.09
4	11/04/19	3102	2100	890030	800				TGE	Taxi - from residence to Vancouver Airport, Yellow Cab #142	\$ 34.00		\$ 34.00
5	11/05/19	3102	2100	890030	800				TGE	Taxi - from meeting to Calgary Airport, Checker Taxi	\$ 42.00	\$ 1.80	\$ 43.80
6		<i>3106</i>		<i>890030</i>	<i>800</i>				TGE	<i>BREAKFAST @ LE GERMAIN</i>			<i>10.00</i>
7													
8													
9													
10													
<b>Total Expenses : A</b>											<b>737.75</b>	<b>33.91</b>	<b>\$ 771.66</b>

GL Codes Summary (please summarize by unique GL string) - **DO NOT LEAVE THIS SECTION BLANK**

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3106	2100	890030	800				<i>18.61</i>	<i>0.41</i>	<i>18.61 8.61</i>
3105	2100	890030	800				<i>245.30</i>	<i>11.79</i>	<i>257.09 267.09</i>
3102	2100	890030	800				<i>474.25</i>	<i>21.71</i>	<i>495.96</i>
	2100								
	2100								
	2100								
	2100						<i>738.16</i>	<i>33.50</i>	
	2100								
<b>Total</b>							<b>\$ 737.75</b>	<b>\$ 33.91</b>	<b>\$ 771.66</b>

Subtract Advance (if applicable)	B	
Balance Due to Claimant	A-B	\$ 771.66

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash posting to this claim.

Return to Requestor (RTR)	V	Mall to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		
Prepared by (if not Claimant)		

? #3 Breakfast  
Should it not be paid on 3106?